



MINIMUM PLOT PLAN REQUIREMENTS

Checklist of Required Items for Plot Plan Check Submittal

BPPR staff must ensure that the proposed plot plans show the required and necessary "MINIMUM PLOT PLAN INFORMATION". The required information is essential and necessary for a Planner, Engineer, Fire Department, Department of Environmental Health, Building Inspector, etc. to effectively perform their duties and review the building plans. Therefore, if the proposed plot plans do not correctly indicate the required setbacks, entire road easements, vicinity map, etc. [as required by DPLU #090 (09/19/2007)] the plans will be rejected.

- ☐ Proposed Plot Plans consists of two complete sets. Minimum sheet size 18" x 24" (except 11" x 17" for minor permits, pool permits and small additions).
- ☐ Standard Engineer Scale has been indicated.
- ☐ North arrow has been indicated.
- ☐ Plot plans are clear and legible. (Copy of Grading Plan and/or topo-lines are not acceptable). Entire parcel has been shown, regardless of size.
- ☐ Footprint of all existing and proposed structures has been indicated (to scale) and labeled as either "**Existing**" or "**Proposed**" (*no "Future" structures shown*).
- ☐ Location of each structure and summary/table of square footages has been indicated, including location of all existing/proposed electrical services.
- ☐ Required front, exterior and interior side, rear yard setbacks, and building setbacks have been indicated.
- ☐ Location of well(s) and leach lines Identify has been indicated (if applicable).
- ☐ Net area of parcel(s) has been indicated.
- ☐ Property owners name, current address and parcel address has been indicated.
- ☐ Assessor's Parcel Number(s) (APN) and Vicinity Map has been indicated.
- ☐ Driveway(s) and parking areas, paving material and slope has been indicated.
- ☐ Stormwater BMPs and how lot will drain has been indicated.
- ☐ Existing/proposed easements, roads, streets, and alleys have been indicated. Location, names and width of bordering easements has been indicated. Centerline of all road easements and areas of inundation/flooding has been indicated on the plot plan.

Additional Comments: _____

Reviewed by: _____

Date: _____